

# SUPERIOR COURT CIVIL CASE INFORMATION STATEMENT (CIS)

COUNTY: NEW CASTLE ☐ KENT ☐ SUSSEX ☐

Civil Action Number: \_\_\_\_\_

Civil Case Code: \_\_\_\_\_

Civil Case Type: \_\_\_\_\_

(SEE PAGE TWO FOR CIVIL CASE CODE & CIVIL CASE TYPE)

<p><b>Caption:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Name and Status of Party filing document:</b></p> <p>_____</p> <p><b>Document Type:(e.g., COMPLAINT; ANSWER WITH COUNTERCLAIM)</b></p> <p>_____</p> <p>Non-Arbitration <input type="checkbox"/> eFile <input type="checkbox"/></p> <p>(CERTIFICATE OF VALUE MAY BE REQUIRED)</p> <p>Arbitration <input type="checkbox"/> Mediation <input type="checkbox"/> Neutral Assessment <input type="checkbox"/></p> <p><b>DEFENDANT (CHECK ONE) ACCEPT <input type="checkbox"/> REJECT <input type="checkbox"/></b></p> <p><b>JURY DEMAND YES <input type="checkbox"/> NO <input type="checkbox"/></b></p> <p><b>TRACK ASSIGNMENT REQUESTED (CHECK ONE)</b></p> <p><b>EXPEDITED <input type="checkbox"/> STANDARD <input type="checkbox"/> COMPLEX <input type="checkbox"/></b></p>
<p><b>ATTORNEY NAME(S):</b></p> <p>_____</p> <p><b>ATTORNEY ID(S):</b></p> <p>_____</p> <p><b>FIRM NAME:</b></p> <p>_____</p> <p><b>ADDRESS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>TELEPHONE NUMBER:</b></p> <p>_____</p> <p><b>FAX NUMBER:</b></p> <p>_____</p> <p><b>E-MAIL ADDRESS:</b></p> <p>_____</p>	<p><b>IDENTIFY ANY RELATED CASES NOW PENDING IN THE SUPERIOR COURT BY CAPTION AND CIVIL ACTION NUMBER INCLUDING JUDGE'S INITIALS</b></p> <p>_____</p> <p>_____</p> <p><b>EXPLAIN THE RELATIONSHIP(S):</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>OTHER UNUSUAL ISSUES THAT AFFECT CASE MANAGEMENT:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(If additional space is needed, please attach page.)</p>

THE PROTHONOTARY WILL NOT PROCESS THE COMPLAINT, ANSWER, OR FIRST RESPONSIVE PLEADING IN THIS MATTER FOR SERVICE UNTIL THE CASE INFORMATION STATEMENT (CIS) IS FILED. THE FAILURE TO FILE THE CIS AND HAVE THE PLEADING PROCESSED FOR SERVICE MAY RESULT IN THE DISMISSAL OF THE COMPLAINT OR MAY RESULT IN THE ANSWER OR FIRST RESPONSIVE PLEADING BEING STRICKEN.

# SUPERIOR COURT CIVIL CASE INFORMATION STATEMENT (CIS) INSTRUCTIONS

## CIVIL CASE TYPE

Please select the appropriate civil case code and case type (e.g., **CODE - AADM** and **TYPE - Administrative Agency**) from the list below. Enter this information in the designated spaces on the Case Information Statement.

<p><b>APPEALS</b>  AADM- Administrative Agency  ACCP - Court of Common Pleas  ACER - Certiorari  AFAM - Family Court  AIAB - Industrial Accident Board  APSC - Public Service Commission  AUIB - Unemployment Insurance Appeal Board</p> <p><b>COMPLAINTS</b>  CAAA - Auto Arb Appeal *  CASB - Asbestos  CATT - Foreign &amp; Domestic Attachment  CCCP - Transfer from CCP*  CCHA - Transfer from Chancery *  CCON - Condemnation  CDBT - Debt/Breach of Contract *  CDEF - Defamation *  CDEJ - Declaratory Judgment  CEJM - Ejectment *  CFJG - Foreign Judgment *  CINT - Interpleader  CLIB - Libel *  CMAL - Malpractice *  CACT - Class Action  CPIA - Personal Injury Auto *  CPIN - Personal Injury *  CPRD - Property Damage *  CPRL - Products Liability *  CRPV - Replevin  CSBI - Silicone Breast Implant  CTAX - Tax Appeal  CFRD - Fraud Enforcement  CSPD - Summary Proceedings Dispute</p> <p><b>INVOLUNTARY COMMITMENTS</b>  INVC- Involuntary Commitment</p>	<p><b>MISCELLANEOUS</b>  MAAT - Appointment of Attorney  MAFF - Application for Forfeiture  MCED - Cease and Desist Order  MCRO - Complaint Requesting Order  MCTO - Consent Order  MHAC - Habeas Corpus  MIND - Destruction of Indicia of Arrest  MISS - Issuance of Subpoena/Material Witness  MMAN - Mandamus  MOUT - Out of State Deposition  MPOS - Writ of Possession  MPRO - Writ of Prohibition  MROP - Petition for Return of Property  MSAM - Satisfy Mortgage  MSOJ - Compel Satisfaction of Judgment  MTAX - Tax Ditches  MVAC - Vacate Public Road  MSEM - Set Aside Satisfaction of Mortgage  MSSS - Set Aside Sheriff's Sale  MSEL - Sell Real Estate for Property Tax  MTOX - Hazardous Substance Cleanup  MCVP - Civil Penalty  MREF - Tax Intercept  MGAR - Appointment of Guardianship  MFOR - Intercept of Forfeited Money  MSET - Structured Settlement</p> <p><b>MORTGAGES</b>  MORT - Mortgage</p> <p><b>MECHANICS LIENS</b>  LIEN - Mechanics Lien *</p> <p><b>OTHER</b>  OTHR - Specify Type</p>
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- Case types subject to Arbitration Rule 16.1

## DUTY OF THE PLAINTIFF

Each plaintiff/counsel shall complete the attached Civil Case Information Statement (CIS) and file with the complaint.

## DUTY OF THE DEFENDANT

Each defendant/counsel shall complete the attached Civil Case Information Statement (CIS) and file with the answer and/or first responsive pleading.